



County of Los Angeles
CHIEF ADMINISTRATIVE OFFICE

713 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012
(213) 974-1101
<http://cao.co.la.ca.us>

DAVID E. JANSSEN
Chief Administrative Officer

Board of Supervisors
GLORIA MOLINA
First District

YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

July 31, 2006

To: Mayor Michael D. Antonovich
Supervisor Gloria Molina
Supervisor Yvonne B. Burke
Supervisor Zev Yaroslavsky
Supervisor Don Knabe

From: David E. Janssen
Chief Administrative Officer

REQUEST TO APPOINT ANN MARINOVICH TO THE POSITION OF CHIEF, HUMAN RESOURCES, PUBLIC WORKS

Consistent with the August 4, 1998 Board-approved policy on managerial salaries, we reviewed and recommend Board approval of the Department of Public Works' attached request to promote Ms. Ann Marinovich to the position of Chief, Human Resources, Public Works, at an annual salary of \$123,802. The proposed salary is above the control point in the third quartile of Salary Range 13 and represents a 10 percent increase over her current salary. Ms. Marinovich is reachable on Department's certification list for Chief Administrative Operations, Public Works. The previous incumbent recently accepted a position with the Department of Health Services, leaving this critical position vacant at Public Works.

The Department has indicated that Ms. Marinovich's educational background and over 18 years experience in human resources and financial management with the County have made her the top candidate for this critical position. Ms. Marinovich is presently a Principal Analyst with the Chief Administrative Office, Employee Relations Division. Her responsibilities include negotiating and administering memoranda of understanding with County employee unions and serving as a County advocate in arbitration, fact finding, and mediation for County departmental employee relations personnel.

Based on the justification provided by Public Works, we recommend the Department's request be approved. Unless otherwise instructed by August 7, 2006, we will authorize the Department of Public Works to proceed with this appointment.

Each Supervisor
July 31, 2006
Page 2

If you have any questions regarding this appointment, please call me or your staff may contract George Parker of this office at (213) 974-4363.

DEJ:DL:SK
DD:GP:kd

Attachments

c: Executive Officer, Board of Supervisors
 Director of Public Works
 Administrative Deputy Director, Public Works

Marinovich.bm.doc



DONALD L. WOLFE, Director

COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC WORKS

"To Enrich Lives Through Effective and Caring Service"

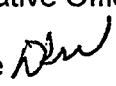
900 SOUTH FREMONT AVENUE
ALHAMBRA, CALIFORNIA 91803-1331
Telephone: (626) 458-5100
www.ladpw.org

ADDRESS ALL CORRESPONDENCE TO:
P.O. BOX 1460
ALHAMBRA, CALIFORNIA 91802-1460

IN REPLY PLEASE
REFER TO FILE: A-0

July 27, 2006

TO: Debbie Lizzari
Assistant Administrative Officer
Chief Administrative Office

FROM: Donald L. Wolfe 
Director of Public Works

SALARY REQUEST FOR PROMOTION – CHIEF, HUMAN RESOURCES DIVISION, PW (RANGE 13)

This is a salary request for the promotion of Ann Marinovich to the position of Chief, Human Resources Division, PW. This opening happened when John Cherep accepted a promotion as the senior human resources manager for the Department of Health Services. Ms. Marinovich's educational background and significant County work experience in the areas of human resources and financial management in an operating department and central staff, have made her our top choice for this position. I also believe that Ms. Marinovich will be a very strong future candidate in our succession planning for the retirement of our current Administrative Deputy Director in 3-4 years.

Ms. Marinovich is currently reachable on our Department's Countywide certification list (Chief, Administrative Operations, Public Works, Exam No. R1028A). We are requesting your approval to promote Ms. Marinovich from her current assignment in the Chief Administrative Office to a compensation of \$123,802 (10% increase). This is within the third quartile of Range 13.

I have attached Ms. Marinovich's resume for your review. If you have any questions, please contact Chuck Adams, Administrative Deputy Director, at (626) 458-4006.

CWA:ag
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Attach.

ANN MARINOVICH

RESUME

(213) 974-2481 (Work)

Objective: An opportunity to excel in a fast-paced, dynamic environment, where education and training may be combined with experience and skills in effectively achieving organizational goals and objectives.

Education

Bachelor of Arts Degree
Major: Interdisciplinary Studies
Minor: Labor Studies
California State University at Dominguez Hills

Professional Experience

Principal Analyst, CAO
Special Services Assistant III
Chief Administrative Office
Employee Relations Division

10/2/02 to present
12/17/01 to 10/1/02

Negotiates and administers memoranda of understanding with County employee unions, serves as County advocate in arbitration, fact finding or mediation, provide guidance to departmental employee relations personnel and develops recommendations to be incorporated into the proposed County bargaining position for Board of Supervisors consideration.

Analyzes the effect of proposed legislation to determine the effect on County operations and recommends County's legislative position.

Communicates recommendations orally or in writing to obtain the concurrence of superiors, Board of Supervisors and assigned departments, labor organizations, and, on behalf of the CAO, negotiates recommendations with these groups.

Conducts surveys and researches issues, preparing charts and recommendations for supervisor's consideration.

Teaches DHR Training Academy courses. Provides training to supervisors and managers in grievance handling, labor relations laws, MOU administration, etc.

**Assistant Director, Bureau Operations
Personnel Administration
Los Angeles County Sheriff's Department**

1/20/98 to 12/16/01

Assisted in directing Recruitment and Selection, Classification, Audit/Training, Personnel Services, Special Projects/Operations and Staffing and Item Control through subordinate Managers and Supervisors. These units contained approximately 80 staff. Oversaw the Personnel/Fiscal Automation Plan on behalf of Personnel Administration.

- Recruitment and Selection Unit is responsible for administering sworn and civilian examinations for the Department as well as coordinating civilian recruitment efforts.
- Classifications Unit is responsible for conducting classification studies, requests for Special Pay compensation and coordinating the results with DHR, and responding to salary and benefit surveys from outside agencies.
- Audit/Training Unit is responsible for auditing timekeeping operations throughout the Department and providing training to timekeepers and scheduling/operations personnel on County/Department policies and procedures regarding scheduling, overtime and time benefits available to personnel pursuant to applicable MOUs and or the County Code.
- Personnel Services is responsible for coordinating all retirement-related activities, maintenance of Departmental personnel files, issuing of badges, identification and CCW credentials, preparing for CCW revocation/denial hearings.
- Special Projects/Operations is responsible for the preparation of monthly reports, coveted assignments' monitoring, as required by a court order; the coordination of requests from County Counsel for personnel documents, all budget-related activities for Personnel Administration, which includes budget preparation, ordering and distribution of supplies and item control.
- Staffing/Item control is responsible for coordinating hiring, promotions, non-safety backgrounds, and tracking vacant positions throughout the Department.

**Administrative Services Manager III
Fiscal Administration
Los Angeles County Sheriff's Department**

8/3/94 to 1/19/98

Budget Manager supervising six budget analysts.

- Prepared and coordinated all aspects of the Sheriff's \$1.1 billion budget.

- Prepared correspondence to the Chief Administrative Officer and/or Board of Supervisors advocating the Department's position and needs relative to the proposed budget and other documents as directed by the Chief and Director.

Administrative Services Manager III	10/4/93 to 8/2/94
Senior Departmental Employee Relations Representative	1/2/91 to 10/3/93
Departmental Employee Relations Representative	11/2/88 to 1/1/91
Administrative Assistant III	11/2/87 to 11/1/88
Employee Relations	
Los Angeles County Sheriff's Department	

Acted as the Director of Employee Relations from 10/4/93 to 8/2/94, administering the employee relations program for the Sheriff's Department and supervised an Assistant Director, four staff and three clerical personnel.

As Senior Departmental Employee Relations Representative from 1/2/91 to 10/3/93 assisted in administering the employee relations program in the Sheriff's Department and supervised three staff members.

As Departmental Employee Relations Representative and Administrative Assistant III worked with staff and the Director in a variety of employee relations-related activities as follows:

- Acted as management's liaison with the ten unions representing approximately 10,000 personnel in 30 certified bargaining units.
- Served as the Department's advocate in Arbitration and Unfair Labor Charge cases.
- Negotiated contract changes on behalf of the County and the Department.
- Conferred and consulted with unions as a result of the consolidation of the Sheriff's and Marshal's Departments court operations.
- Coordinated with CAO's Employee Relations Division.
- Settled disputes between the Department and unions including the preparation of settlement agreements.
- Monitored negotiations of County-wide contracts on behalf of the Department requiring coordination with representatives from other County Departments.

- Fielded phone calls from all levels in the Department for the interpretation of the Los Angeles County Code, MOUs and the Department's Manual of Policy and Procedures.
- Worked closely with Personnel Services, Health and Safety and Payroll Unit to resolve issues raised by the unions.
- Provided training at supervisory classes on the subjects of grievances, performance evaluations and documentation, time benefits, FLSA, and the County and Department's policies and procedures regarding their use.
- Monitored grievances.

**Administrative Assistant III
Contract Law Enforcement Bureau
Los Angeles County Sheriff's Department**

6/23/86 to 11/1/87

Provided staff support to the Bureau, which is primarily responsible for monitoring the contract cities program for the Department.

- Researched information and prepared proposals for patrol station consolidations.
- Reviewed components of the law enforcement contract cities cost model for possible revisions.
- Reviewed monthly contract cities billing forms.
- Conducted audits at patrol stations in preparation for yearly command inspections.
- Prepared contracts.

**Administrative Assistant
Staff Assistant II
Fiscal Administration
Los Angeles County Sheriff's Department**

6/2/84 to 6/22/86

6/1/84 to 6/1/85

Provided staff support to the Bureau.

- Coordinated Departmental work orders for facilities maintenance, repair of business machines, key orders, etc, requiring coordination with Departmental personnel and ISD staff.
- Prepared summaries and costs for positions in preparation of the FY 1986-87 budget.

- Maintained Departmental fiscal item control, initiating yearly updates to Departmental organizational charts upon reconciliation with various units within and outside the Department.
 - Analyzed new facility, grant-funded and service improvement programs with special emphasis on the computation of personnel costs.
 - Reviewed pending legislation.
 - Prepared lease agreements.
 - Member of the 1984 Olympics Fiscal and Cost Task Force, providing liaison and control of documents used in determining operational costs.
 - Fiscal coordinator for the USDA Food Program, serving as liaison with the State Department of Education, Purchasing and Stores and the contract storage vendor.
 - Trained new staff assigned to the unit.
 - Acted as unit supervisor in her absence.
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Training

- Leadership Essentials for County Managers
- Building a Strategic Human Resources Partnership
- POST Mid-Management Course
- Advanced Arbitration Skills Class
- County's Contracts Training
- Grant Writing
- Cultural Diversity
- Sexual Harassment
- Verbal Judo Communication
- Collective Bargaining
- Handling Arbitration Cases
- Various seminars related to American with Disabilities Act, Civil Rights Act, FLSA and employee relations issues.